

# MUNICIPALITY OF ANCHORAGE

Merrill Field Airport



Ph. 907-343-6303

*Mayor Ethan Berkowitz*

April 13, 2018

## REQUEST FOR PROPOSAL

**For LEASEHOLD DEVELOPMENT of Merrill Field Airport property at the *Western-most ~260' of Block 6* (adjacent to and immediately EAST of TAXIWAY GOLF, North of TAXIWAY QUEBEC, south of Merrill Field Drive), Address TBD# Merrill Field Drive, Anchorage, AK. (~260' x ~367' *Western-most ~260' of Block 6, Plat 85-23.*)**

The Municipality of Anchorage is requesting Lease Development proposals for Merrill Field Airport for this site. Enclosed is pertinent information for use in preparing your proposal.

This information will be used in the selection of a successful bidder for Aviation Development & Lease of property for the above parcel.

**Proposals must be received prior to 3:00PM, Local Time, Monday, May 14, 2018** at the Merrill Field Airport office, 800 Merrill Field Drive, Anchorage, Alaska 99501 (Mailing Address: 800 Merrill Field Drive, Anchorage, AK 99501). Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., excluding holidays. Proposals received at the Merrill Field Airport office after the date and time specified will be returned to the proposer unopened. Facsimile submittals will not be accepted.

**One site visit at 10:00AM, Local Time on Tuesday, May 1, 2018 will be held at the proposed lease site.** It is recommended that those interested in submitting proposals attend the site visit.

One original, plus five complete copies of your proposal must be submitted. In addition to the copies required, a PDF copy on a CD or thumb-drive of the complete proposal, including attachments, shall be submitted.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Paul Bowers, A.A.E.  
Airport Manager

**MUNICIPALITY OF ANCHORAGE  
MERRILL FIELD AIRPORT**

**RFP BIDDING INSTRUCTIONS**

**FOR THE LONG-TERM LEASE OF:**

*Western-most ~260' of Block 6*

**(adjacent to and immediately EAST of TAXIWAY GOLF, North of  
TAXIWAY QUEBEC, south of Merrill Field Drive),**

**Known as the Golf East Apron**

**Portion of Block 6, Merrill Field Replat 85-23**

The Municipality of Anchorage Merrill Field Airport (MRI) hereby issues a Request for Proposal (RFP) for the lease of municipally owned property and is accepting proposals until 3:00PM, May 14, 2018. The parcel offered for lease is located in Anchorage, Alaska at Golf West Apron across from 2321 Merrill Field Drive. RFP packets are available online by going to: <http://www.muni.org/merrill>.

**All Proposals are due no later than 3:00PM at 800 Merrill Field Drive, Anchorage, AK 99501**

**I. Proposal Procedures**

1. RFP.

**Block 5, Merrill Field Replat, is being leased via RFP process.** Proposals will be accepted at the above-noted address until 3:00PM on May 14, 2018. MRI will **NOT** be able to accept any RFP's thereafter; any late receipt proposals will be returned unopened.

2. Submittals.

**All proposers must provide in a sealed envelope:**

- a) A Cashier's check or other form of certified funds totaling at least 10% of the participant's bonus bid; NO personal checks accepted;
- b) The Proposal Form (Form A); and
- c) The Proposer Qualification Statement (Form B) included in the bidding instruction package. See "Proposer Qualifications" below for details.

3. Proposer Qualifications.

Only qualified proposers are eligible to participate. All proposers are required to complete the Proposal Form (Form A) and the Proposal Qualification Statement (Form B) included in this RFP Bidding Instruction Package. These forms must be submitted attached to the Proposal. If a proposer represents a company, a copy of the company business license must be provided with the proposal. If a proposer represents another individual or entity, including a partnership, corporation, association, trust or estate, proof of authority to sign on behalf of the principal(s) must be provided with the proposal.

4. Disqualifications.

**Any of the following shall automatically disqualify a bid:**

- a) **Bid form and other required forms, as applicable, are not completed in full, submitted, and manually signed.**

- b) Bids received after 3:00 P.M. on the May 14, 2018 (any bid received thereafter is too late for acceptance and will be returned unopened).**

**5. RFP Evaluation.**

All proposals will be reviewed by a committee of individuals representing the MOA/MRI, who will perform an evaluation of all proposal(s) received in accord with RFP criteria. Committee members will rank the proposals as submitted. This review process should not exceed ten days.

The MOA reserves the right to select proposals based solely on the written proposal.

The MOA also reserves the right to request oral interviews with any or all respondents.

If award is based on written proposal only, award will be based on the highest committee collective numerical score. The highest qualifying proposer shall then be notified of selection as tentative successful Proposer by phone and in writing by MRI. The proposer so notified **MUST**, within thirty (30) business days of receipt of written notification, agree to sign a Lease Agreement (see attached sample) for this site.

After Assembly Approval and execution of lease agreement, the successful proposer(s) will pay the balance of the bonus bid and all costs associated with the Lease transaction.

**6. Additional Qualifications.**

Any proposer who is an employee, elected official, appointed officer, paid or unpaid member of boards, commissions, or committees of the MOA or an immediate family member of such an individual is also required to complete the financial disclosure and conflict of interest report (Form C) and the non-collusion statement (Form D) included in this RFP bidding instruction package. MOA reserves the right to refuse any Proposal, which has the potential for conflict of interest or collusion of parties determined to have participated in the selection, classification, valuation or bidding process of the parcels included in this disposal.

**7. Other.**

MRI is not obligated to lease the parcel identified in this RFP, nor pay any costs incurred by parties participating in the submission or preparation of bids. MRI reserves the right to: **a)** reject any and all proposals; **b)** reject any and all parties whom it has determined do not meet the qualification requirements; **c)** accept a proposal without further discussions; **d)** waive any informality in the bids received; **e)** tentatively accept a bid in the best interest of the MOA; and **f)** withdraw the parcel from this offering at any time for any reason.

**This property will be Leased “AS IS-WHERE IS.”** It is the responsibility of the proposer(s) to: investigate and determine existing or pending regulations, restrictions and potential defects, including those created by prior use, which would affect the use of the parcel. The feasibility and costs to remedy defects, such as obtaining permits, variances, engineered septic systems, and replatting, should be determined prior to bidding. All such costs will be borne by the bidder.

- 1. While not mandatory, all interested proposers are strongly urged to physically inspect this property before submitting a proposal. MRI assumes no liability for matters which would have been disclosed by an inspection of the property.**
2. The following documents shall be used to complete the lease transaction: Assembly Ordinance and Memorandum and MRI Lease Agreement.
3. The MRI reserves the right to withdraw the offered parcel at any time, for any reason and to reject any or all bids for any reason.

**FORM A**  
**TO BE COMPLETED BY ALL PROPOSERS**

**MUNICIPALITY OF ANCHORAGE**  
**MERRILL FIELD AIRPORT**  
**Bonus Bid – One time Monetary Amount**

INSTRUCTIONS: Please print legibly. Read all the information contained in the RFP Bidding Instructions prior to completing this or other forms. This form must be filled out in its entirety.

NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_ FAX: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS (optional): \_\_\_\_\_

The amount of my one-time bonus bid to lease municipal property legally defined as Block 6, Merrill Field Replat 85-23, is (write out the amount in words and numbers):

\_\_\_\_\_ (\$\_\_\_\_\_)

**BONUS BID AMOUNT**

I hereby agree that the Bonus Bid Amount represents one time monetary amount and will be paid in full upon award of lease.

If I am the successful proposer, I hereby agree to execute the Lease Agreement and any other documents required. If my proposal is tentatively accepted and, for whatever reason, I decide not to enter into the Lease Agreement, I agree that up to ONE THOUSAND DOLLARS (\$1,000) of the bonus bid may be retained by the Municipality of Anchorage.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

Check off before mailing: \_\_\_ Bid Form (A); \_\_\_ Bidder Qualification Statement (B); \_\_\_ Financial Disclosure Form (C);  
\_\_\_ \* Non-Collusion Affidavit (D); \_\_\_; \*\* \_\_\_ Business License; \*\* \_\_\_ Proof of Authority

\* See Page 1 Bidder Qualifications section to determine if Form C or D are required.

\*\* See Bidder Qualifications section to determine if this is required.

**FORM A**

# FORM B

## MUNICIPALITY OF ANCHORAGE MERRILL FIELD AIRPORT

### APPLICANT/PROPOSER QUALIFICATION STATEMENT

I \_\_\_\_\_,  
(printed name)

I \_\_\_\_\_,  
(printed name)

of \_\_\_\_\_,  
(address)

\_\_\_\_\_  
(city, state)

do hereby swear and affirm

I am eighteen years of age or older; and

I am a citizen of the United States or a permanent resident who has filed a declaration of intention to become a citizen or a representative of a group, association or corporation which is authorized to conduct business under the laws of Alaska; and

I am not delinquent on any deposit or payment of any obligation to the Municipality of Anchorage (MOA); and

I am not currently in breach or default on any contract or lease involving land in which the MOA has an interest; and

I have not failed to perform under a contract or lease involving MOA land in the previous five years and the MOA has not acted to terminate the contract or lease or to initiate legal action.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

### BELOW FOR MOA USE ONLY

QUALIFIED \_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

UNQUALIFIED \_\_\_\_ \*

\* THE PERSON(S) LISTED ABOVE IS NOT QUALIFIED TO BID OR APPLY FOR MOA/RED OWNED LAND OR INTEREST IN LANDS BECAUSE \_\_\_\_\_

# FORM B

# FORM C

## MUNICIPALITY OF ANCHORAGE

### CONFLICT OF INTEREST STATEMENT

Pursuant to Anchorage Municipal Code 1.15 (Conflict of Interest), I,

\_\_\_\_\_:

- (1) Have read and understand the provisions of AMC 1.15.
- (2) Disclose the following actual or potential conflict of interest.

(If there is no conflict of interest, please print or type "NONE" below this line.)

\_\_\_\_\_  
Signature Date

FORM C

# FORM D

## NON-COLLUSION AFFIDAVIT

THIRD JUDICIAL DISTRICT           )  
STATE OF ALASKA                 ) ss.  
  )

I, \_\_\_\_\_ of

\_\_\_\_\_ being duly sworn, do  
(firm name)

depose and state:

That I, or the firm, association or corporation of which I am a member, a bidder, on the contract to be awarded by the Municipality of Anchorage for the lease of municipal real property located at \_\_\_\_\_ in \_\_\_\_\_, Alaska, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

(Signature)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Notary Public in and for Alaska

My Commission expires: \_\_\_\_\_

**DO YOU NEED TO SUBMIT THIS FORM?**  
See **Bidder Qualifications** for requirements.

# FORM D

# **REQUEST FOR PROPOSALS MERRILL FIELD AIRPORT**

**LEASEHOLD DEVELOPMENT of Merrill Field Airport  
property at  
*Western-most ~260' of Block 6* (adjacent to and  
immediately EAST of TAXIWAY GOLF, North of  
TAXIWAY QUEBEC, south of Merrill Field Drive),  
Address TBD# Merrill Field Drive, Anchorage, AK.  
(~260' x ~367' *Western-most ~260' of Block 6, Plat 85-23.*)**

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## SECTION 1 GENERAL INFORMATION

### 1.1 Purpose

The intent of this Request for Proposal (RFP) is selection of an Awardee for two purposes:

1.1.1 To enter a LONG TERM LEASE of this facility that meets the needs of the Municipality of Anchorage (MOA) and Merrill Field Airport (MRI) that complies with the requirements established by this RFP; and

1.1.2 Development of this Merrill Field Airport parcel at address TBD# Merrill Field Drive, Anchorage, Alaska (legally described as *Western-most ~260' of Block 6*, approximately 95,000' adjacent to and immediately East of TAXIWAY GOLF, North of TAXIWAY QUEBEC, south of Merrill Field Drive), MERRILL FIELD REPLAT, ACCORDING TO PLAT NO. 85-23, DATED FEBRUARY 4, 1985, LOCATED WITHIN THE ANCHORAGE RECORDING DISTRICT OF THE THIRD JUDICIAL DISTRICT, STATE OF ALASKA, Anchorage, Alaska) in a manner which provides the highest and best use of the site that is consistent with the goals identified in the MRI Airport Master Plan and the bid award criteria defined herein.

1.1.3 Aerial overview of parcel depicts location as immediately east of the GOLF Taxiway general configuration; Fencing and Gate, if any, to be determined.



## **1.2 Background**

All of *Western-most ~260' of Block 6* is owned by the MOA/MRI and presently used for aircraft tiedowns. All of the twenty-six tie down sites in this to-be-leased area are electrified. The site is zoned and acceptable for light industrial use.

The site is level and all public utilities are available. The leasehold is ~260' x ~367' (directionally EW x NS), which approximates the 'buildable' area of this entire 95,500 leasehold. This lot site has ~260' road frontage on Merrill Field Drive (MFD), including an ingress/egress MFD access point, and it is immediately adjacent to and north of Taxiway QUEBEC; immediately adjacent to and east of Taxiway GOLF; immediately adjacent to and south of MFD. Overall, the subject site is physically capable of supporting a commercial/business development hangar, with associated aircraft and customer/employee auto parking. All of the site is paved.

This site sits above a portion of Solid Waste Services methane collection system. Any below ground construction activity will need to consider same. Attachment 8.8.2 depicts the existing methane collection system configuration for this site.

FYI, MRI is presently not-to-exceed 12,500# weight restricted aircraft. Also, per FAA AC 150/5300-13A, Airport Design - which addresses aircraft wingspan width and aircraft approach speeds - MRI Runway 7/25 is categorized as Runway Design Code (RDC) B-II (approach speed of 91 - <121 knots and wingspan of 49'-<79') and Runway 16/34 is categorized as RDC B-I (approach speed of <91 knots and wingspan of <49).

For aviation purpose uses, an investment in excess of \$375,000 will enable a 35 year lease, with two 10 year options.

## **1.3 Overall Site Condition**

1.3.1 Overall, the subject property is near level terrain; overall pavement condition is in excellent condition. Site drainage is north-to-south. Exact terrain grades are available. This entire site is configured with 12 electrical drive through and 14 tail-in electrical tiedowns. All current occupants thereon can be relocated with reasonable notice.

1.3.2 This site is atop former municipal landfill. It was dynamically compacted in 2015, which dynamically compacts the underlying trash mass, which is then overlain with non-frost susceptible fill and road base materials, prior to ~2"+ of asphalt paving. The immediate sub-surface material is now ~6'+ of primarily gravel and is stable. Dynamic compaction is generally consistent for 15 years or more before any subsidence becomes evident. Adjacent Taxiways GOLF and QUEBEC have also been dynamically compacted and are also stable. Nonetheless, any below surface electrical or foundation work will trigger and require a methane gas mitigation plan.

1.3.3 Legally Permissible: The principal legal constraints affecting land use potential are compliance with the MRI Airport Master Plan and MOA zoning ordinances. The latter designates the subject site as an I-1, light industrial district (intended primarily for public and private light and general manufacturing, processing, service, storage, wholesale, and distribution operations along with other uses that support and/or are compatible with industrial uses).

1.3.4 Authorized Use:

The Awardee will be authorized to use this site for the purposes defined herein in SECTION 5.1 – CONCEPTUAL PLAN FOR REDEVELOPMENT. All proposed construction plans are subject to MRI along with other required MOA department approvals and requisite MOA building permits.

1.3.5 Commercial and/or Non-Commercial Aviation Use Focus:

Either Commercial and/or Non-Commercial, or a combination thereof, aviation development will be acceptable development options on this site. Non-aviation uses will not be considered.

## 1.4 Questions submitted to MOA MRI

Any questions regarding this proposal are to be submitted:

Physical Address:

Municipality of Anchorage  
Merrill Field Airport  
800 Merrill Field Drive  
Anchorage, AK 99501

Mailing Address:

Same

(907) 343-6303 or 343-6309 Phone

(907) 249-7779 Facsimile

[merrillinfo@muni.org](mailto:merrillinfo@muni.org)

Office Hours:

Monday - Friday 7:30 a.m. to 4:30 p.m. (except Municipal holidays)

Note: If using E-mail, please identify the project in the subject line [Western-most ~260' of Block 6 address TBD# Merrill Field Drive Redevelopment] E-mail is the required method for question submission. **[EMAIL ADDRESS AND POINT OF CONTACT** is Linda Luebke, MRI Leasing Specialist, 800 Merrill Field Drive. Phone 907 343 6309; email [LuebkeLA@ci.anchorage.ak.us](mailto:LuebkeLA@ci.anchorage.ak.us)]

## **SECTION 2 RENT**

**2.1 Rent determination:** The 2018 annual airport/aviation purpose bare land lease rate for this land parcel is \$0.208 per square foot per year and will be adjusted annually in concert with the Anchorage Consumer Price Index. At 95,500 square feet, the first year's annual rent for land only would be \$19,864.00, at the 2018 airport/aviation purpose rate. The exact amount of the rent will be calendar-month prorata adjusted at lease execution.

## **SECTION 3 LEASE BIDDING CRITERIA**

MOA/MRI intent is to achieve the highest and best use for this site. That is defined as - and is the goal for - developing this site as a commercially oriented, job creating or promoting, airfield activity stimulating, aviation related development that utilizes the entire site. If desired by Lessee-developer, either below ground or above ground fuel tank installation(s) will be allowed.

**3.1 Process for bid selection** is set forth in Sections 4 and 5 below. Additionally, see "RFP Bidding Instructions" included as part of the RFP Advertising Announcement requirements.

### **3.2 Questions prior to RFP deadline**

All questions regarding the scope of work must be received prior to the deadline indicated on the RFP Advertising Announcement.

### **3.3 Inspection**

One on-site inspection for respondents will be held by meeting at the designated location at Western-most ~260' of Block 6, address TBD# Merrill Field Drive. The inspection will be as scheduled per the RFP Advertising Announcement. MRI will accommodate additional inspections by appointment, for those that attended the initial on-site inspection as per the RFP.

### **3.4 Preparation Costs**

The MOA/MRI shall not be responsible for proposal preparation costs, nor for any costs, including attorney fees, associated with any administrative, judicial or other challenge to the determination of the proposals for this RFP process. By submitting a proposal each respondent agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 4 RULES GOVERNING COMPETITION**

### **4.1 Examination of RFP Proposal**

Respondents should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Respondents should become fully aware of the nature of the proposed transaction and the conditions likely to be encountered in performing the transaction.

### **4.2 Proposal Acceptance Period**

Selection of a successful proposal is anticipated to be announced within 30 calendar days after RFP response date, although all offers must be complete and irrevocable for 60 days following the submission date.

### **4.3 Confidentiality**

The content of the proposals will be kept confidential until the selection of the most qualified proposal has been announced.

If a respondent desires any provided financial information to remain “confidential or proprietary,” the respondent shall clearly indicate such by marking each page with a “confidential or proprietary” stamp/statement. Respondents are advised that under Anchorage Municipal Code subsections 3.90.040F and G, respectively, proprietary information shall be limited to “records or engineering or other technical data, which, if released, would provide a competitive advantage to any other person engaged in similar or related activities,” and “proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interests of persons providing the information or data.”

A respondent must provide a statement supporting its request for maintaining its financial information as “confidential/proprietary,” and how it complies with the provisions of Anchorage Municipal Code stated above. This request must be attached to the respondent’s submission in a conspicuous location.

In the event that information is determined to be of a proprietary nature, it shall be maintained in the files of MRI and made available for internal review, but shall not be subject to public disclosure – either during or after the RFP process – unless ordered by a court of competent jurisdiction.

NOTE: The final awardee will be required to disclose all financial information consistent with the award/contract terms and conditions approved by the Anchorage Assembly.

### **4.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the respondent’s capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on the following:

- 4.4.1 Conformance to the RFP instructions; and
- 4.4.2 Responsiveness to the RFP requirements; and
- 4.4.3 Completeness and clarity of content.

#### **4.5 Signature Requirements**

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporation, if authorized to sign contracts on its behalf; a general partner of a partnership; manager of an LLC; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document.

Signature on the "Letter of Transmittal" will meet this requirement (Paragraph 6.3.3). The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Failure to sign the Proposals is grounds for rejection.

#### **4.6 Proposal Submission**

ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound, or enclosed in folders/binders as the respondent chooses.

*IN ADDITION to the copies required above, a PDF copy of the complete proposal, including attachments, shall be provided on a virus-free CD or thumb-drive.*

All copies of the proposals shall be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the title, "Development Proposal for Western-most ~260' of Block 6 TBD# Merrill Field Drive Property at MRI" prominently displayed on the outside of the package. Proposals must be delivered or mailed to: Merrill Field Airport, 800 Merrill Field Drive, Anchorage, AK 99501.

#### **4.7 News Releases**

News Releases pertaining to the award resulting from the RFPs shall not be made by a respondent without prior written approval of the MRI manager.

#### **4.8 Disposition of Proposals**

All materials submitted in response to this RFP will become the property of the MOA/MRI. One copy shall be retained for the official files of MRI and will become public record after selection of the successful proposer (subject to Section 4.3 Confidentiality herein).

#### **4.9 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

#### **4.10 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission time and date by sending written notification of its withdrawal, signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new proposal prior to the final submission time and date; or submit written modification or addition to its proposal prior to the final submission time and date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the MOA after the date of receipt.

#### **4.11 Late Submissions**

Proposals not received prior to the date and time specified in the cover letter, regardless of when the proposal was mailed, will not be considered and will be returned unopened.

#### **4.12 Rejection of Proposals**

The Municipality reserves the unilateral right to reject any and all proposals as determined to be in the best interest of the Municipality.

#### **4.13 Appeals**

Anchorage Municipal Code section 7.20.130 does not apply to this RFP. Any appeal related to this RFP shall be in accordance with this section.

##### **4.13.1 Appeals Prior to Submission of Proposals**

An appeal based on alleged improprieties or ambiguities in this RFP shall be filed with the Merrill Field Airport NO LATER THAN seven (7) calendar days PRIOR to the date specified for receipt of proposals.

##### **4.13.2 Appeals of the Most Qualified Proposal(s)**

An appeal based on the selection of the most qualified proposal shall be filed no later than four (4) working days AFTER the date of the MRI Manager's letter notifying respondent of the selected proposal.

##### **4.13.3 Content of Appeals**

The appeal shall, at a minimum, contain the following information:

4.13.3.1 The name, address, and telephone number of the appellant;

4.13.3.2 The signature of the appellant or its authorized representative;

4.13.3.3 A detailed statement of the factual and legal grounds of the appeal, including copies of any relevant documents; and

4.13.3.4 The form of relief requested.



Any appeal that is incomplete or substantially fails to conform to the above shall automatically be denied and shall not be considered at any time thereafter.

#### 4.13.4 Decisions on Appeals

The MRI Manager shall issue a written decision containing the rationale of the decision within three (3) working days after the appeal has been filed.

An appeal of the decision of the MRI Manager may be filed directly to the Municipal Manager, with a copy provided concurrently to the MRI Manager, within three (3) working days of receipt of the MRI Manager's decision.

Upon receipt, the Municipal Manager, in his sole discretion, may consider the appeal and issue a final decision, or may refer the matter to a special hearing officer appointed by the Municipal Manager. The decision of the Municipal Manager, or the special hearing officer, is the final administrative appeal available to the party filing the appeal.

## **SECTION 5 – CONCEPTUAL PLAN FOR REDEVELOPMENT OF Western-most ~260' of Block 6, TBD# Merrill Field Drive**

### **5.1 Goals for Developing the Site**

This site is level and almost completely paved; all public utilities are available; the lot site has ~260' road frontage on Merrill Field Drive (MFD) and is immediately adjacent and fronting Taxiways Golf and Quebec; and it is well situated near mid-field. The site is physically capable of supporting either commercial or non-commercial operations. Hangars in any configuration, including aircraft shelters (such as open-air non-enclosed 'carport' style shelters) will be considered. Neither fencing nor auto-access gates are anticipated.

Development of property at Western-most ~260' of Block 6 TBD# Merrill Field Drive is to accomplish the following goals and be the evaluation criteria by which award will be judged and awarded:

- Only aviation purpose use of the property will be approved.
- Commercial hangar development for that section facing Merrill Field Drive. Remaining development may be non-commercial.
- Aviation promoting economic development potential to MRI. The degree to which the development may potentially stimulate other desirable economic development and/or development activity (catalytic effect).
- Airport Master Plan Compatibility. The compatibility of redevelopment with land use and development plans as described by city goals and/or the master plan.
- Overall Development of new Construction.
- Bonus Bid – One time monetary amount.

**5.2 Development Covenants.** Respondent shall commence development construction on Western-most ~260' of Block 6 TBD# Merrill Field Drive leasehold improvements in accordance with all federal, state and municipal requirements within twelve months after Lease execution. Notice of this covenant shall be recorded at closing. An approved MOA building permit enabling start of construction shall be considered as meeting this requirement.

**5.3 SWPPP Compliance.** As part of this award, the successful bidder/Lessee will be responsible for operational compliance with the MRI Storm Water Pollution Prevention Program. A full electronic copy is available on the MOA /MRI website (as listed in Section 8.7 in the Attachments section of this RFP).

**5.4 Site Security.** As part of this award, the successful bidder/Lessee will be responsible for maintaining compliance with the MRI Driver Training Program, throughout the lease term.

**5.5 Gate Responsibility.** As part of this award, the presently GOLF and/or QUEBEC aircraft barrier gates will need to be accessed for aircraft to gain access to MRI runways. It will be incumbent on RFP Awardee to instill existent and future gate compliance procedures.

**5.6 Performance Security.** As security for performance of the aforementioned development requirements, Proposer respondent/future Lessee shall agree that their lease will be terminated at the end of five years from date of contract execution if they have failed to perform as proposed as part of their bid proposal for which they received points under *Section 7.1 Evaluation Criteria Points System*. Any Lessee improvements to the site will be forfeited without reimbursement as part of such termination, OR, alternatively, in lieu of lease and improvements forfeiture for non-performance, successful proposer/Lessee shall pay a \$50,000 penalty payment.

**5.7 Onsite Snow Storage Responsibility.** Lessee will be responsible for onsite snow removal and storage until the snow can be removed. Development plans must consider and accommodate same.

## **SECTION 6 - PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, résumés, forms A, B, C & D in the bidding instructions, title page, index/table of contents, attachments, dividers, and drawings). One page shall be interpreted as one side of single spaced, typed, 8 1/2" X 11" sheet of paper. The number of copies to be submitted is provided in Section 4.6.

## **6.1 Title Page**

Show the RFP subject, the name of proposing firm, address, telephone number(s), name of contact person, and date.

## **6.2 Table of Contents**

Clearly identify the materials by section and page number.

## **6.3 Letter of Transmittal** limited to one (1) page.

6.3.1 Brief statement of understanding of services to be performed and commitment to provide the services as specified.

6.3.2 Provide name(s) of the person(s) who are authorized to make representations for proposer, their titles, address, and telephone numbers.

6.3.3 Transmittal letter must be signed by a corporate officer or other individual who has the authority to bind the proposer.

**6.4 Description and Proposal of Western-most ~260' of Block 6 TBD# Merrill Field Drive Development Plans.** Respondent must provide adequate information describing their development plans for Western-most ~260' of Block 6 TBD# Merrill Field Drive. Those plans must include Locations and Description of Proposed Facilities as appropriate, photographs, maps, drawings, etc., as to provide the MOA/MRI with a clear picture of the physical and Business development plan of the proposal.

## **SECTION 7 EVALUATION CRITERIA AND PROCESS**

**7.1 Evaluation Criteria Points System.** There will be up to 100 points possible for determining the successful proposer.

7.1.1 Development Benefit to MRI, to include consideration of Business Opportunities not currently on or underserved at MRI: 40 Points possible [examples include a commercial-with-hangar operation that may include aircraft manufacturing/assembly, aircraft rentals, Part 135 Air Taxi operation, A&P operations, flight school, aircraft sales; and/or non-commercial operations that encourage low cost hangar or aircraft shelter development on-field; or any combination thereof.

7.1.2 Economic Development Benefit to MOA & MRI, to include non-construction permanent full time equivalent (FTE) job opportunities/employment creation at MRI over the next 5 years from date of Lease entry. 15 Points possible, as follows: One to Four FTE Jobs = 5 Points; Five to Nine FTE Jobs = 10 Points; Ten or more FTE Jobs = 15 Points

7.1.3 Overall Development of new Construction. 15 Points possible

7.1.4 Bonus Bid – One time monetary amount

One half point - up to 30 Points - will be awarded per each \$1,000 (rounded to the nearest \$1,000) of the one-time monetary bid amount.

## **7.2 Evaluation Process**

A committee of individuals representing the MOA/MRI will perform the evaluation of all of the proposal(s) received. The committee will rank the proposal as submitted.

The MOA reserves the right to select proposals based solely on the written proposal.

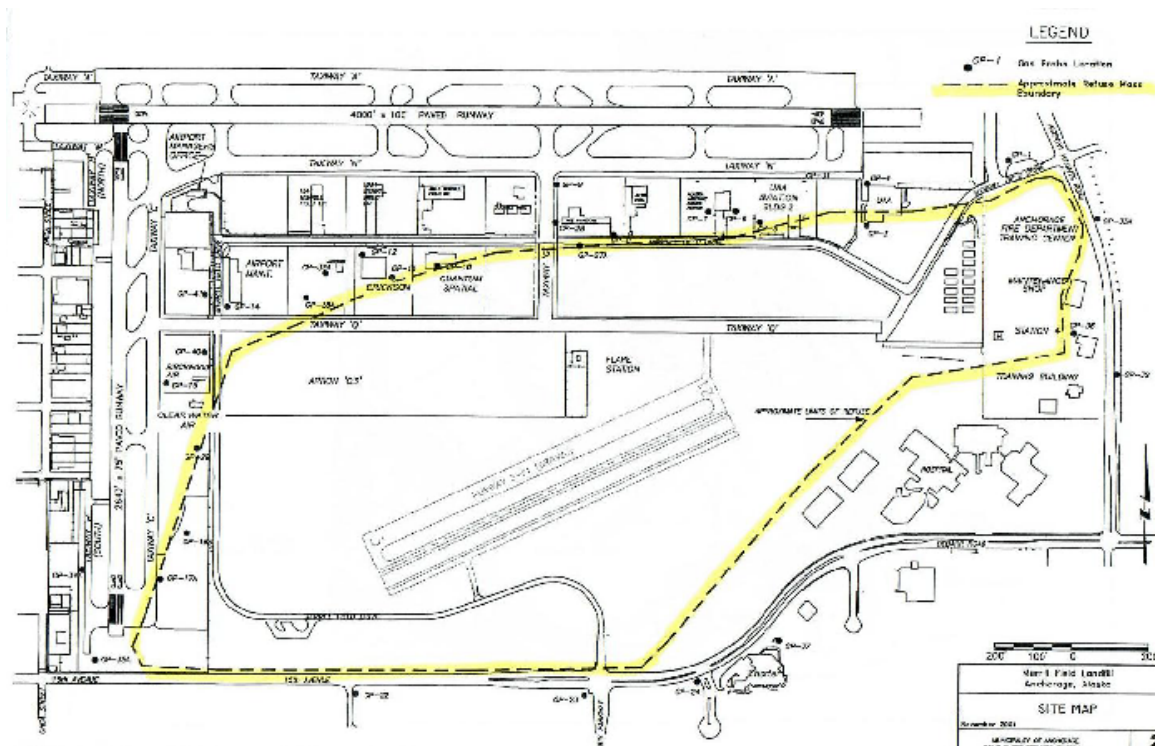
The MOA also reserves the right to request oral interviews with any or all respondents.

If award is based on written proposal only, award will be based on the highest committee collective numerical score.

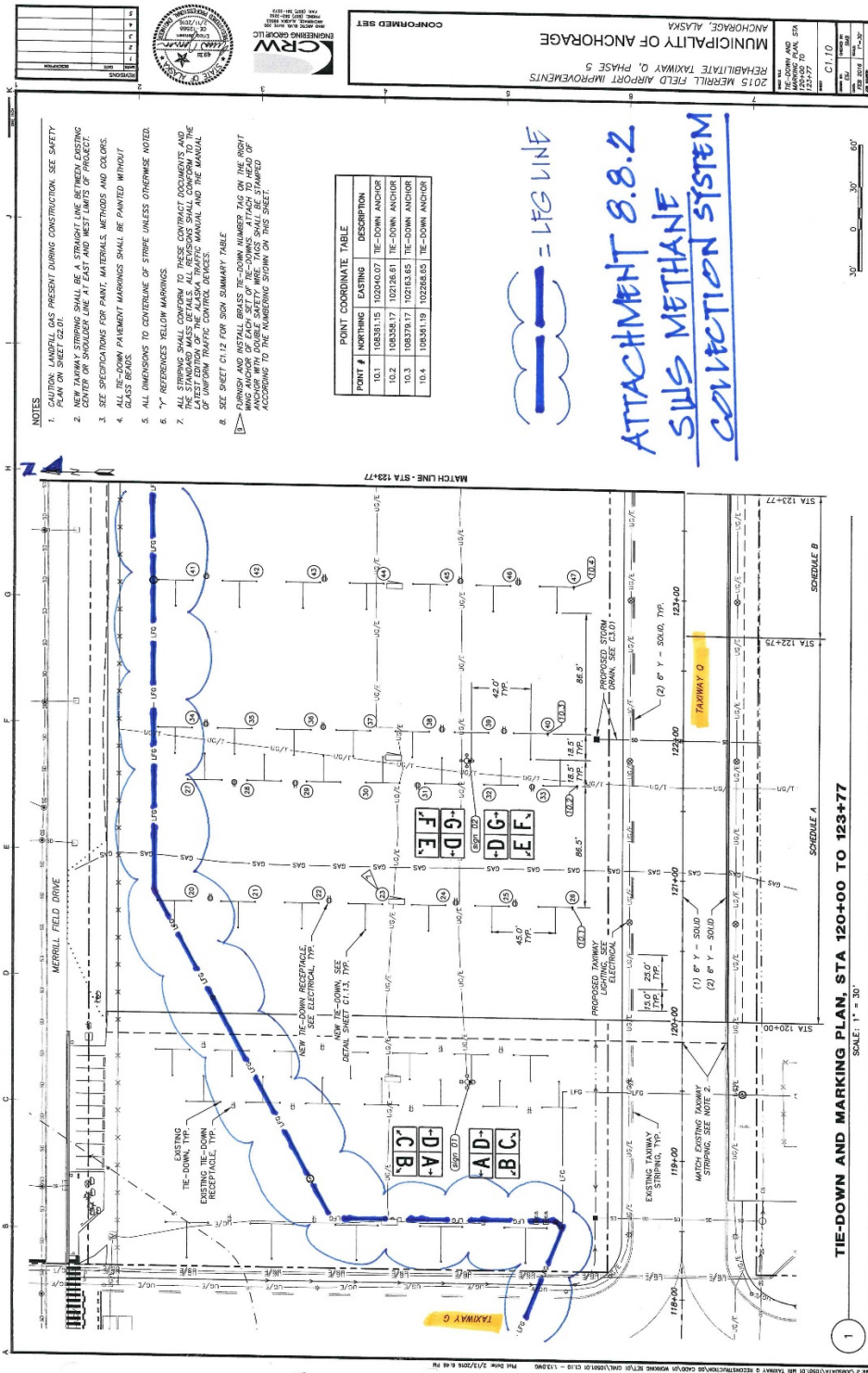
The MOA reserves the right to waive minor irregularities of the written proposal.

**SECTION 8 ATTACHMENT REFERENCE SITES** (Staff NOTE: No physical attachments, except 8.8 Solid Waste Services Methane Collection System and 8.9 Overview below)

- 8.1 MRI Airport Master Plan <http://www.merrillfieldmasterplan.com/>
- 8.2 MRI Airport Layout Plan (ALP) 2012
- 8.3 Plat 85-23
- 8.4 Standard MOA/MRI Lease Template
- 8.5 MRI Leasehold Development Checklist [Included in 8.4 Lease Template]
- 8.6 MRI Construction Standards Landscaping Guidelines [Included in 8.4 Lease Template]
- 8.7 Merrill Field's Storm Water Pollution Prevention Plan (SWPPP)
- This information can be obtained by calling our office @ 343-6303
- 8.8.1 Approximate Refuse Mass Boundary vis-à-vis Western-most ~260' of Block 6



## 8.8.2 Solid Waste Services Methane Collection System as it pertains to Western-most ~260' of Block 6





8.9 Overview of proposed leasehold site of GOLF WEST Western-most ~260' of Block 6, TBD# MFD

